



**TRANSFER OPPORTUNITY**  
**Associate Governmental Program Analyst**  
**Department of Industrial Relations**  
**Division of Administration**  
**Return to Work Unit**  
**Oakland**

**Position:** Associate Governmental Program Analyst      **Salary:** \$4111-\$4977

**Location:** 1515 Clay Street, Oakland, CA 94612

**Duties:** Under the general direction of the of the Workers' Compensation Claims/Return to Work Manager, reviews workers' compensation claims filed by Department employees. Researches workers' compensations case law, medical reports and permanent files to prepare recommendations for settlement. Works independently with attorneys, doctors, rehabilitation counselors and department management to bring cases to conclusion. Consults with State Compensation Insurance Fund (SCIF) attorneys and claims representatives. Writes narrative description of information and applies information to established criteria to develop recommendation for disposition of settlements. Confers with management regarding possible settlement on litigated cases with proposals for solutions. Negotiates settlements and Compromises and Releases. Authorizes settlement with Division or Program approval. Monitors progress and results of workers' compensation cases. Attends meetings with SCIF attorneys and claims representatives and Department managers and supervisors. Informs DIR supervisors in proper and legal workers' compensation claims handling and reporting requirements. Maintains case records and database for cases assigned.

**SROA and eligible Surplus Employees will be given first consideration and are encouraged to apply.** Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations  
P.O. Box 420603  
San Francisco, CA 94142  
**Attention: Terry Stevenson**  
Telephone: (415) 703-4381  
CALNET 593-4381

Submit application by **August 10, 2006 or until filled.**

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.